

FEB

Expense Reimbursement

Employee Name: Nicola Wood

RCT Number
{ name: string }

<p>Claim Number</p>

96336

Delegated authority:	
Department (choose from drop down menu):	Executive - 008

Expense Period	From:	01/01/2016
	To:	31/01/2016

Itemised Expenses

[illegible]

Mileage

Mileage
 Car miles claimed (Standard Rate)*
 Car miles claimed (Public Transport Rate)
 Motorcycle miles claimed
 Bicycle miles claimed
 Passenger rate

passengers

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

0.00
0.00
0.00
0.00
0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance |
TOTAL REIMBURSEMENT | **114.85**
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@lco.org.uk by way of approval for payment

For Finance Use

008	0000
Nominal Code	

Paid Stamp

Feb

Expense Reimbursement

Employee Name: Christopher Graham

RCT Number
(Finance Use)
5321Claim Number
71804

Delegated authority:

Department (choose from
drop down menu):Expense Period From: 10/12/2015
To: 09/02/2016

PAGE 1 OF 2

Itemised Expenses

DATE	TIME	DESCRIPTION (including times for subsistence claims & business purpose)	Receipt No.	CATEGORY (choose from drop down menu)	COST (drop down for appropriate currency)
Depart	Arrive				UK £
10/12/15		Correction of item from January 2015 claim: Staff gratuity at Ditchley Park during two day conference - cash payment, no receipt (additional evidence now provided)	1	Other	20.00
14/1/16		Expenses omitted from January 2015 claim: Refreshments on the return train journey	2	Subsistence - UK	2.20
19/1/16	0930	Difference in cost between train tickets	3	Travel - UK	0.35
		Refreshments on train on way to London	4	Subsistence - UK	3.45
		Evening meal in London	5	Subsistence - UK	21.00
20/1/16		Snack while preparing for meeting	6	Subsistence - UK	4.10
		Lunch in London	7	Subsistence - UK	6.25
	2200	Evening meal in London	8	Subsistence - UK	12.00
		Receipts 4-8 in excess of max subsistence rate claimable - recharge difference (£50.80 - £40 allowable = £10.80)		Subsistence - UK	-10.80
21/1/16	0640	Supper in London	9	Subsistence - UK	7.24
26/1/16	0530	Taxi to S...	10	Travel - UK	27.00
	1800	Refreshments on the return train journey	11	Subsistence - UK	2.75
27/1/16	0950	Coffee on train on the way to London	12	Subsistence - UK	1.95
		Supper in London	13	Subsistence - UK	15.00
28/1/16		Coffee in London	14	Subsistence - UK	1.75
	2215	Lunch in London	15	Subsistence - UK	17.30
		Receipts 12-15 plus GPC expense attached in excess of max subsistence - recharge (£36 + £9.40 - £40 allowable = £5.40)	16	Subsistence - UK	-5.40
02/02/16	0415	Taxi to airport	17	Travel - UK	18.00
		Breakfast at airport awaiting flight	18	Subsistence - UK	5.94
		SUBTOTAL			153.38

cf TO
PAGE 2

Mileage

Car miles claimed (Standard Rate)*
Car miles claimed (Public Transport Rate)
Motorcycle miles claimed
Bicycle miles claimed
Passenger rate

45 p per mile
25 p per mile
24 p per mile
20 p per mile
5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

*Note: Mileage reimbursement for personal car please deduct usual mileage to/from work

Less Cash Advance:
TOTAL REIMBURSEMENT **153.38**
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment008 0000
Nominal Code

Paid Stamp

Expense Reimbursement

Employee Name: Christopher Graham

Delegated authority:

Department (choose from drop down menu):

Expense Period	From:	02/02/2016
	To:	03/02/2016

RET Number
(Phone # 149)
5323

Claim Number
76698

Itemised Expenses

[illegible]

Mileage

Car miles claimed (Standard Rate)*

Car miles claimed (Public Transport Rate)

Motorcycle miles claimed

Bicycle miles claimed

Passenger rate

Mode of Transport	No. of Passengers
Train	80
Bus	60
Air	20
Ship	10

45 p per mile

43 p per mille
25 p per mille

24 p per mile

20 p per mile

5 p per mile

	0.00
	0.00
	0.00
	0.00
	0.00

***Note: Mileage reimbursement for personal car please deduct usual mileage to/from work**

Less Cash Advance _____
TOTAL REIMBURSEMENT 37.54
Don't forget to attach receipts!

Claimant: Please email to your manager for approval.

Delegated authorities: Please forward to expenses@ico.org.uk by way of approval for payment

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OK ✓